

**CHEVY CHASE VILLAGE
BOARD OF MANAGERS
JULY 9, 2012 MEETING**

STAFF REPORT

TO: BOARD OF MANAGERS
FROM: SHANA R. DAVIS-COOK, VILLAGE MANAGER 
DATE: 7/5/2012
SUBJECT: UPDATE ON VILLAGE RECORDS PROJECT

Attached please find the Village's amended Records Retention and Disposal Schedule, which has been approved by the State Archivist.

Update

1. Over the past couple of weeks, Administrative Assistant Grace Brock has begun setting certain files aside for destruction pursuant to the amended Records Retention and Disposal Schedule. Grace will now prepare the disposal certificates for every series of documents to be destroyed. Confidential files will be shredded. Currently, we anticipate that shredding can be performed by using in-house personnel and equipment.
2. Grace has also begun to set certain files aside for transfer to the Maryland State Archives that we do not intend to scan (i.e., audio cassettes).
3. Board Assistant Treasurer Michael Denger has been working with former Village Counsel David Podolsky to re-categorize his archive of Village files. Once Mr. Podolsky has re-filed these records per Mr. Denger's instructions, our staff will arrange to collect these files and transport them to a secured space within the Village Hall.
4. I have submitted to Board Secretary Richard Ruda a proposal from a consultant who has worked on two other municipalities' records management projects (Chevy Chase View and Martin's Additions) to organize and prepare their records for destruction, purging and transfer to the State Archives for permanent storage. Per my request, the consultant's proposal outlines the following Scope of Services, which would include records contained within the Village's in-house archives and those records currently in the possession of David Podolsky:
 - a. Sort and organize the remaining documents that have not been organized and inventoried.
 - b. Incorporate the documents referenced in "a." into the existing filing system.
 - c. Set aside documents to be destroyed based on the approved Records Retention and Disposal Schedule.
 - d. Catalog remaining documents.
 - e. Prepare disposal requests for appropriate documents.

- f. Prepare documents to be delivered to the Maryland State Archives.
- g. Inventory files that will be digitized.

The consultant is ready to begin the above outlined work as soon as we approve her proposal.

- 5. I will have a further update for the Board in September

Board Action Requested

No formal action is requested at this time. I am available to answer any questions.

Attachments

Approved Records Retention and Disposal Schedule

Memo

To: Shana R. Davis-Cook

From: Karin Lott

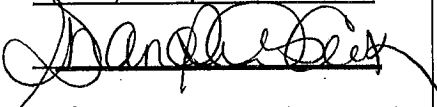
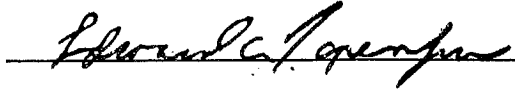
Date: June 26, 2012

Re: Schedule M307

Congratulations! The following schedule for Chevy Chase Village Administration/General Government has been approved by the Maryland State Archivist.

I am returning one signed copy for your records. Another copy is being held here at the State Records Center, and one copy will be on file with the Maryland State Archives.

This schedule will take effect as soon as you receive it.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M307 <hr/> Page 1 of 4
Agency Chevy Chase Village		Division/Unit Administration/General Government
Item No.	Description	Retention
	Supercedes Schedule C-527	
100	BOARD OF MANAGERS, COMMISSIONS, APPOINTED COMMITTEES, LEGAL, & ORDINANCES, MISC.	Retain permanently, transfer every two years to the Maryland State Archives.
100A	-Meeting Agendas, Minutes, Briefing Materials,	
100B	-Audio Recordings	
100C	-Forms to Convene a Closed Meeting and Executive Session Notices	
100D	-Adopted, original signed Resolutions, Charter amendments, Proclamations, Policies, Ordinances and related legislative reference material	Retain permanently, transfer every two years to the Maryland State Archives.
100E	ELECTIONS -Ballots (including absentee) and results	Retain for two years from the election date, then destroy.
100F	-Financial Disclosures	Retain for two years from date of filing, then destroy.
101	PERSONNEL	Retain for five years after employment termination date and then destroy.
101A	-Recruitment files	
101B	-Personnel Records/Jackets, including employment application, background investigation materials,	
101C	performance evaluations, etc.	
Schedule Approved by Department, Agency, or Division Representative. Date <u>May 22, 2012</u> Signature  Typed Name <u>Shana R. Davis-Cook</u> Title <u>Village Manager</u>		Schedule Authorized by State Archivist Date <u>6/18/2012</u> Signature 

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. M307 Page 2 of 4
Agency Chevy Chase Village		Division/Unit Administration/General Government
Item No.	Description	Retention
102	PERMITTING	
102A	-Building permit applications and supporting materials for administrative permits.	Screen every 5 years and destroy material having no further legal, administrative, fiscal or historical value.
102B	-Building permit applications and supporting materials for variances, special permits and appeals	Retain permanently, transfer every two years to the Maryland State Archives.
102C	-Utility and communications company plans.	Retain until superseded and then destroy.
103	GENERAL	
103A	-Monthly Newsletters	
103B	-Official Correspondence	
103C	-Project or Official Action Notices	
103D	-Press releases	
103E	-Interdepartmental Memoranda	
103F	-Studies	
103G	-Directives	
103H	-Maps and plans of rights-of-way, parks and the Village Hall	
103I	-Village Hall deed and covenants	
103J	-Miscellaneous files relating to the administration of the government	
103K	-Hall rental applications	
103L	-Class applications	
103M	-Work Orders and Requests for Service	

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. M307

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Agency
Chevy Chase Village

Division/Unit
Police Department

Item No.	Description	Retention
104	POLICE DEPARTMENT	
104A	-Citations (municipal, yellow copies of State citations, warnings)	Retain for ten years, then destroy.
104B	-General Orders	
104C	-Grant information	
104D	-Police reports: auto collision and incident	
104E	-Department Personnel Files (sworn officers only), including internal investigations	Retain for five years after employment termination date and then destroy.
104F	-Miscellaneous files and reports	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
104G	-Audio recordings	Retain for one year, then destroy.
104H	-Record of expunged files	Retain for three years, then destroy.

<p align="center">DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)</p>		<p>Schedule No. M307</p>
		<p>Page 4 of 4</p>
<p>Agency Chevy Chase Village</p>		<p>Division/Unit Administration/Finance and Accounting</p>
Item No.	Description	Retention
105	FINANCE AND ACCOUNTING	
105A	-Annual Financial Statements and Uniform Financial Reports (independent audit reports)	Retain permanently, transfer every five years to the Maryland State Archives.
105B	-Official documents related to the creation of the annual budget and the annual financial statements	
105C	-Payroll related documents (including time sheets, leave requests, leave logs, federal and state tax withholding forms and statements)	Retain for five years then destroy.
105D	-Accounting files (purchase orders, paid invoices, bank deposits, payment receipts, bank statements)	Retain for five years then destroy.
105E	-Post Office Lease Agreements	Retain for five years from contract termination, then destroy.
105F	-Contracts	
105G	-Requests for Proposals and Responses	
105H	-Requests for Bids and Responses	
105I	-Certificates of Insurance	

